

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE		PAGE 1 OF 2	
2. AMENDMENT/MODIFICATION NO 0002		3. EFFECTIVE DATE 30 June 2007	4. REQUISITION/PURCHASE REQ NO.
5. PROJECT NO (If applicable)		6. ISSUED BY CODE	
7. ADMINISTERED BY (If other than Item 6) CODE		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	
FAA, MIKE MONRONEY AERONAUTICAL CENTER Aviation, Medical, & Training Team (AMQ-310) P O BOX 25082 OKLAHOMA CITY OK 73125			

(ALL OFFERORS)	(X) 9A. AMENDMENT OF SOLICITATION NO DTFAAC-07-R-00018
	9B. DATED (SEE ITEM 11) 7 JUNE 2007
	10A. MODIFICATION OF CONTRACT/ORDER
	10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

( X )The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [ XX ] is extended, [ ] is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning [ 1 ] copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)	
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES(such as changes in paying office, appropriation date,etc.)SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).	
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
D. OTHER (Specify type of modification and authority)	
E. IMPORTANT: Contractor [ ] is not, [ ] is required to sign this document and return [ ] copies to the issuing office.	

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The solicitation referenced in Item 9A above for Replication of CE-ROM/DVD disc is hereby amended as follows

SEE CONTINUATION PAGE

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY:	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

FIRST: References of Assistant Project Manager in paragraph H.24 (d) of the subject solicitation and Alternate Project Manager in paragraph L.6 of the subject solicitation is hereby deleted in their entirety.

SECOND: Subfactor 2.2 of Paragraph L.6 of the solicitation is hereby corrected as follows:

From:

Sub-factor 2.2 - Project Management Authority and Quality Control.

Identify Project Manager's span of control, teaming arrangement, grouping of functions, and external support. Offerors must provide information on the approach to be taken to respond effectively to changes in shifts or changes in workload levels, changes necessitating by directives, or unexpected requirements for new task assignments. Offerors shall submit a Draft Quality Control Plan as defined in the SOW, **Section 13**. Include actual exhibits whenever possible and explain how the exhibit has been validated.

To:

Sub-factor 2.2 - Project Management Authority and Quality Control.

Identify Project Manager's span of control, teaming arrangement, grouping of functions, and external support. Offerors must provide information on the approach to be taken to respond effectively to changes in shifts or changes in workload levels, changes necessitating by directives, or unexpected requirements for new task assignments. Offerors shall submit a Draft Quality Control Plan as defined in the SOW, **Section 12**. Include actual exhibits whenever possible and explain how the exhibit has been validated.

THIRD: CLINs X003, X007 and X008 are hereby revised to reflect the addition of a Shift Differential percentage rate that will be applicable only to shift work scheduled offerings. In addition, CLIN X010 is hereby added for FAA Unique Training. As a result of these CLIN changes, Revised Schedule B dated 29 Jun 07 is provided as Attachment 1 to this solicitation amendment and hereby replaces the original Schedule B dated 7 Jun 07. All offerors shall submit the Revised Schedule B dated 29 Jun 07 in response to the subject solicitation.

FOURTH: The attached Department of Labor Wage Determination No. 2005-2431 Revision 3 dated 05/29/2007 replaces Wage Determination 2005-2431 Revision 2 dated 12/01/2006.

FIFTH: The Questions and Answers listed in Attachment 2 are hereby added to this solicitation.

SIXTH: The closing date for this solicitation is hereby extended as follows:

FROM: 9 JULY 2007

TO: 13 JULY 2007

**29 JUNE 2007**

Performance will be conducted within the scope of projected requirements identified in the SOW, and may be ordered by task when requirements generate. This is an Indefinite Delivery/Indefinite Quantity (ID/IQ) Contract.

TOTAL

Services provided in accordance with  
the SOW described Phase In/Phase Out Period, Para. 14.2.  
Cost/Price to be proposed with the Base  
Year Project Management CLIN 0002.

- Management, Supervision, Administration
- Instructional Services as described in Appendix B and performance conducted IAW schedules coordinated weekly
- Reports described in the SOW and submitted as required in Appendix F CDRLs.

Payment of invoices is subject to receipt of reports that accurately identify work performed. Acceptance of reports is required for payment. Payment shall be 1/12<sup>th</sup> of the annual established fixed price.

**NOTE: IAW Provision I.6, Order Limitations, the value of CLIN 0002 represents the minimum order amount for the Base Year period of performance.**

Contractor shall submit pricing information for each Course and Level of Instruction identified in the Excel Spreadsheet contained in Appendix C. In accordance with Clause M.4, Price Analysis, the offeror's cost/ price proposal for this CLIN will be calculated as the sum of the unit prices for a quantity of 1 each for each item listed in Appendix C. The FAA may determine that an offer is unacceptable if prices are significantly unbalanced.

**NOTE: OFFERORS WILL SUBMIT THEIR PROPOSAL FOR CLIN 0003 IN ELECTRONIC EXCEL FORMAT**

Invoices shall be submitted monthly identifying the courses delivered during the billing period, date course was initiated and date of course completion.

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BASE YEAR SUPPLIES AND SERVICES	ESTIMATED ANNUAL REQUIREMENTS	UNIT	HOURLY COMPOSITE RATE	ESTIMATED TOTAL AMOUNT
*****				
<b>CLIN 0004</b>				
<b>Course Development/Revision</b>	<b>4,600</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Development and Revision of Existing Courses.				
<b>CLIN 0005</b>				
<b>Course Development/Revision</b>	<b>920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Technical Writer III to support New Course Development and Revision of Existing Courses.				
<b>CLIN 0006</b>				
<b>Course Development/Revision</b>	<b>230</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Graphic Artist to support New Course Development and Revision of Existing Courses.				
<b>CLIN 0007</b>				
<b>Instruction of Newly Developed and Revised Classes</b>	<b>1,920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Instruction and/or Revised Course Instruction.				
			<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	<b>_____ %</b>
<b>CLIN 0008</b>				
<b>Computer Operator Support Services</b>	<b>1,920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly rate to support HOST computer operation when required.				
			<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	<b>_____ %</b>
<b>CLIN 0009</b>				
<b>Travel</b>	<b>1</b>	<b>Lot</b>		<b>\$ 25,000.00</b>
Travel and Subsistence expenses associated with delivery of courses as described PWS Section 3. Costs associated with this CLIN are reimbursable in accordance with Federal Travel Regulations and Clause CLA 4531				Gov't Estimate
<b>CLIN 0010</b>				
<b>FAA Unique Training</b>	<b>1</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly rate to support FAA Unique Training. Advance approval by the Contracting Officer is required prior to course attendance.				

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**OPTION I**

**SCHEDULE B SUPPLIES AND SERVICES**

	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
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<b>CLIN 1002 -Project Management and Reports</b>	<b>12 Months</b>	<b>\$ _____</b>	<b>\$ _____</b>
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- Management, Supervision, Administration
- Instructional Services as described in Appendix B and performance conducted IAW schedules coordinated weekly
- Reports described in the SOW and submitted as required in Appendix F CDRLs.

Payment of invoices is subject to receipt of reports that accurately identify work performed. Acceptance of reports is required for payment. Payment shall be 1/12<sup>th</sup> of the annual established fixed price.

**NOTE: IAW Provision I.6, Order Limitations, the value of CLIN 1002 represents the minimum order amount for the Option I period of performance.**

<b>CLIN 1003 – Instructional Services</b>	<b>1 Lot</b>	<b>SEE APPENDIX C</b>
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Contractor shall submit pricing information for each Course and Level of Instruction identified in the Excel Spreadsheet contained in Appendix C. In accordance with Clause M.4, Price Analysis, the offeror's cost/ price proposal for this CLIN will be calculated as the sum of the unit prices for a quantity of 1 each for each item listed in Appendix C. The FAA may determine that an offer is unacceptable if prices are significantly unbalanced.

<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	<b>_____ %</b>
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**NOTE: OFFERORS WILL SUBMIT THEIR PROPOSAL FOR CLIN 1003 IN ELECTRONIC EXCEL FORMAT**

Invoices shall be submitted monthly identifying the courses delivered during the billing period, date course was initiated and date of course completion

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<b>OPTION I SUPPLIES AND SERVICES</b>	<b>ESTIMATED ANNUAL REQUIREMENTS</b>	<b>UNIT</b>	<b>HOURLY COMPOSITE RATE</b>	<b>ESTIMATED TOTAL AMOUNT</b>
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<b>CLIN 1004</b>				
<b>Course Development/Revision</b>	<b>4,600</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>

Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Development and Revision of Existing Courses.

<b>CLIN 1005</b>				
<b>Course Development/Revision</b>	<b>920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>

Contractor shall submit an hourly composite rate for Technical Writer III to support New Course Development and Revision of Existing Courses.

**CLIN 1006****Course Development/Revision****230****HR****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

Contractor shall submit an hourly composite rate for Graphic Artist to support New Course Development and Revision of Existing Courses.

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**OPTION I****SUPPLIES AND SERVICES**

**ESTIMATED ANNUAL  
REQUIREMENTS**

**UNIT**

**HOURLY  
COMPOSITE  
RATE**

**ESTIMATED  
TOTAL  
AMOUNT**

\*\*\*\*\*

**CLIN 1007****Instruction of Newly Developed and Revised Classes****1,920****HR****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

Contractor shall submit an hourly composite rate for Electronic Engineer/ Technician, Subject Matter Expert (SME) to support New Course Instruction and/or Revised Course Instruction.

**SHIFT DIFFERENTIAL  
PERCENTAGE RATE**

**\_\_\_\_\_ %****CLIN 1008****Computer Operator Support Services****1,920****HR****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

Contractor shall submit an hourly rate to support HOST computer operation when required.

**SHIFT DIFFERENTIAL  
PERCENTAGE RATE**

**\_\_\_\_\_ %****CLIN 1009****Travel****1****Lot****\$ 25,000.00****Gov't Estimate**

Travel and Subsistence expenses associated with delivery of courses as described PWS Section 3. Costs associated with this CLIN are reimbursable in accordance with Federal Travel Regulations and Clause CLA 4531

**CLIN 1010****FAA Unique Training****1****HR****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

Contractor shall submit an hourly rate to support FAA Unique Training. Advance approval by the Contracting Officer is required prior to course attendance.

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**OPTION II****SCHEDULE B SUPPLIES AND SERVICES****QUANTITY****UNIT PRICE****TOTAL**

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**CLIN 2002 -Project Management and Reports****12 Months****\$ \_\_\_\_\_****\$ \_\_\_\_\_**

- Management, Supervision, Administration
- Instructional Services as described in Appendix B and performance conducted IAW schedules coordinated weekly
- Reports described in the SOW and submitted as required in Appendix F CDRLs.

Payment of invoices is subject to receipt of reports that accurately identify work performed. Acceptance of reports is required for payment. Payment shall be 1/12<sup>th</sup> of the annual established fixed price.

**NOTE: IAW Provision I.6, Order Limitations, the value of CLIN 2002 represents the minimum order amount for the Option II period of performance.**

**CLIN 2003 – Instructional Services**

**1 Lot**

**SEE APPENDIX C**

Contractor shall submit pricing information for each Course and Level of Instruction identified in the Excel Spreadsheet contained in Appendix C. In accordance with Clause M.4, Price Analysis, the offeror's cost/ price proposal for this CLIN will be calculated as the sum of the unit prices for a quantity of 1 each for each item listed in Appendix C. The FAA may determine that an offer is unacceptable if prices are significantly unbalanced.

**SHIFT DIFFERENTIAL  
PERCENTAGE RATE**

\_\_\_\_\_ %

**NOTE: OFFERORS WILL SUBMIT THEIR PROPOSAL FOR CLIN 2003 IN ELECTRONIC EXCEL FORMAT**

Invoices shall be submitted monthly identifying the courses delivered during the billing period, date course was initiated and date of course completion

*****				
OPTION II SUPPLIES AND SERVICES	ESTIMATED ANNUAL REQUIREMENTS	UNIT	HOURLY COMPOSITE RATE	ESTIMATED TOTAL AMOUNT
*****				
<b>CLIN 2004</b>				
<b>Course Development/Revision</b>	<b>4,600</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Development and Revision of Existing Courses.				
<b>CLIN 2005</b>				
<b>Course Development/Revision</b>	<b>920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Technical Writer III to support New Course Development and Revision of Existing Courses.				
<b>CLIN 2006</b>				
<b>Course Development/Revision</b>	<b>230</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Graphic Artist to support New Course Development and Revision of Existing Courses.				
<b>CLIN 2007</b>				
<b>Instruction of Newly Developed and Revised Classes</b>	<b>1,920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/ Technician, Subject Matter Expert (SME) to support New Course Instruction and/or Revised Course Instruction.				
			<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	_____ %

**CLIN 2008**

**Computer Operator Support Services**  
 Contractor shall submit an hourly rate to support  
 HOST computer operation when required.

1,920

HR \$ \_\_\_\_\_ \$ \_\_\_\_\_  
**SHIFT DIFFERENTIAL**  
**PERCENTAGE RATE** \_\_\_\_\_ %

**CLIN 2009****Travel**

1

Lot

\$ 25,000.00  
 Gov't Estimate

Travel and Subsistence expenses  
 associated with delivery of courses as described  
 PWS Section 3. Costs associated with this CLIN  
 are reimbursable in accordance with Federal  
 Travel Regulations and Clause CLA 4531

**CLIN 2010****FAA Unique Training**

1

HR \$ \_\_\_\_\_ \$ \_\_\_\_\_

Contractor shall submit an hourly rate to support  
 FAA Unique Training. Advance approval by the  
 Contracting Officer is required prior to course attendance.

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**OPTION YEAR III****SCHEDULE B SUPPLIES AND SERVICES****QUANTITY****UNIT PRICE****TOTAL**

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**CLIN 3002 -Project Management and Reports**

12 Month

\$ \_\_\_\_\_

\$ \_\_\_\_\_

- Management, Supervision, Administration
- Instructional Services as described in Appendix B  
and performance conducted IAW schedules  
coordinated weekly
- Reports described in the SOW and submitted  
as required in Appendix F CDRs.

Payment of invoices is subject to receipt of  
 reports that accurately identify work performed.  
 Acceptance of reports is required for payment.  
 Payment shall be 1/12<sup>th</sup> of the annual established fixed price.

**NOTE: IAW Provision I.6, Order Limitations, the value  
 of CLIN 3002 represents the minimum order amount for  
 the Option III period of performance.**

**CLIN 3003 – Instructional Services**

1 Lot

SEE APPENDIX C

Contractor shall submit pricing information for each  
 Course and Level of Instruction identified in the  
 Excel Spreadsheet contained in Appendix C.

In accordance with Clause M.4, Price Analysis,  
 the offeror's cost/ price proposal for this CLIN will be  
 calculated as the sum of the unit prices for a quantity of  
 1 each for each item listed in Appendix C. The FAA  
 may determine that an offer is unacceptable if prices are  
 significantly unbalanced.

**SHIFT DIFFERENTIAL**  
**PERCENTAGE RATE** \_\_\_\_\_ %

**NOTE: OFFERORS WILL SUBMIT THEIR PROPOSAL  
 FOR CLIN 3003 IN ELECTRONIC EXCEL FORMAT**

Invoices shall be submitted monthly identifying  
 the courses delivered during the billing  
 period, date course was initiated and  
 date of course completion

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OPTION III SUPPLIES AND SERVICES	ESTIMATED ANNUAL REQUIREMENTS	UNIT	HOURLY COMPOSITE RATE	ESTIMATED TOTAL AMOUNT
*****				
<b>CLIN 3004</b>				
<b>Course Development/Revision</b>	<b>4,600</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Development and Revision of Existing Courses.				

<b>CLIN 3005</b>				
<b>Course Development/Revision</b>	<b>920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Technical Writer III to support New Course Development and Revision of Existing Courses.				

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OPTION III SUPPLIES AND SERVICES	ESTIMATED ANNUAL REQUIREMENTS	UNIT	HOURLY COMPOSITE RATE	ESTIMATED TOTAL AMOUNT
*****				
<b>CLIN 3006</b>				
<b>Course Development/Revision</b>	<b>230</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Graphic Artist to support New Course Development and Revision of Existing Courses.				

<b>CLIN 3007</b>				
<b>Instruction of Newly Developed and Revised Classes</b>	<b>1,920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Instruction and/or Revised Course Instruction.		<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	<b>_____ %</b>	

<b>CLIN 3008</b>				
<b>Computer Operator Support Services</b>	<b>1,920</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly rate to support HOST computer operation when required.		<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	<b>_____ %</b>	

<b>CLIN 3009</b>				
<b>Travel</b>	<b>1</b>	<b>Lot</b>		<b>\$ 25,000.00</b>
Travel and Subsistence expenses associated with delivery of courses as described PWS Section 3. Costs associated with this CLIN are reimbursable in accordance with Federal Travel Regulations and Clause CLA 4531				<b>Gov't Estimate</b>

<b>CLIN 3010</b>				
<b>FAA Unique Training</b>	<b>1</b>	<b>HR</b>	<b>\$ _____</b>	<b>\$ _____</b>
Contractor shall submit an hourly rate to support FAA Unique Training. Advance approval by the Contracting Officer is required prior to course attendance.				

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**OPTION YEAR IV**

**SCHEDULE B SUPPLIES AND SERVICES**

**QUANTITY**

**UNIT PRICE**

**TOTAL**

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**CLIN 4002 -Project Management and Reports**

**12 Months**

**\$ \_\_\_\_\_**

**\$ \_\_\_\_\_**

- Management, Supervision, Administration
- Instructional Services as described in Appendix B and performance conducted IAW schedules coordinated weekly
- Reports described in the SOW and submitted as required in Appendix F CDRLs.

Payment of invoices is subject to receipt of reports that accurately identify work performed. Acceptance of reports is required for payment. Payment shall be 1/12<sup>th</sup> of the annual established fixed price.

**NOTE: IAW Provision I.6, Order Limitations, the value of CLIN 4002 represents the minimum order amount for the Option IV period of performance.**

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**OPTION YEAR IV**

**SCHEDULE B SUPPLIES AND SERVICES**

**QUANTITY**

**UNIT PRICE**

**TOTAL**

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**CLIN 4003 – Instructional Services**

**1 Lot**

**SEE APPENDIX C**

Contractor shall submit pricing information for each Course and Level of Instruction identified in the Excel Spreadsheet contained in Appendix C.

In accordance with Clause M.4, Price Analysis, the offeror's cost/ price proposal for this CLIN will be calculated as the sum of the unit prices for a quantity of 1 each for each item listed in Appendix C. The FAA may determine that an offer is unacceptable if prices are significantly unbalanced.

**SHIFT DIFFERENTIAL  
PERCENTAGE RATE**

**\_\_\_\_\_ %**

**NOTE: OFFERORS WILL SUBMIT THEIR PROPOSAL FOR CLIN 4003 IN ELECTRONIC EXCEL FORMAT**

Invoices shall be submitted monthly identifying the courses delivered during the billing period, date course was initiated and date of course completion

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**OPTION IV**

**SUPPLIES AND SERVICES**

**ESTIMATED ANNUAL  
REQUIREMENTS**

**UNIT**

**HOURLY  
COMPOSITE  
RATE**

**ESTIMATED  
TOTAL  
AMOUNT**

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**CLIN 4004**

**Course Development/Revision**

**4,600**

**HR**

**\$ \_\_\_\_\_**

**\$ \_\_\_\_\_**

Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Development and Revision of Existing Courses.

**CLIN 4005**  
**Course Development/Revision** 920 HR \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Contractor shall submit an hourly composite rate for Technical Writer III to support New Course Development and Revision of Existing Courses.

**CLIN 4006**  
**Course Development/Revision** 230 HR \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Contractor shall submit an hourly composite rate for Graphic Artist to support New Course Development and Revision of Existing Courses.

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OPTION IV SUPPLIES AND SERVICES	ESTIMATED ANNUAL REQUIREMENTS	UNIT	HOURLY COMPOSITE RATE	ESTIMATED TOTAL AMOUNT
*****				
<b>CLIN 4007</b>				
<b>Instruction of Newly Developed and Revised Classes</b>	1,920	HR	\$ _____	\$ _____
Contractor shall submit an hourly composite rate for Electronic Engineer/Technician, Subject Matter Expert (SME) to support New Course Instruction and/or Revised Course Instruction.			<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	_____ %

<b>CLIN 4008</b>				
<b>Computer Operator Support Services</b>	1,920	HR	\$ _____	\$ _____
Contractor shall submit an hourly rate to support HOST computer operation when required.			<b>SHIFT DIFFERENTIAL PERCENTAGE RATE</b>	_____ %

<b>CLIN 4009</b>				
<b>Travel</b>	1	Lot		<u>\$ 25,000.00</u>
Travel and Subsistence expenses associated with delivery of courses as described PWS Section 3. Costs associated with this CLIN are reimbursable in accordance with Federal Travel Regulations and Clause CLA 4531				Gov't Estimate

<b>CLIN 0010</b>				
<b>FAA Unique Training</b>	1	HR	\$ _____	\$ _____
Contractor shall submit an hourly rate to support FAA Unique Training. Advance approval by the Contracting Officer is required prior to course attendance.				

**SOLICITATION DTFAAC-07-R-00018**  
**QUESTIONS AND ANSWERS**

**Q1: SIR, Part I, Section B, CLIN 0003**

"SIR Part I - Section B, CLIN 0003 - Instructional Services, and SIR paragraph G.3, Invoicing Procedures. Are courses provided to be invoiced only after completion?"

**A1:** Firm-fixed prices are billable after completion of work performed by contractor. Completion of work is determined to be after the ordered scheduled offering has ended.

**Q2: SIR, Paragraph H.16 (d)**

"SIR paragraph H.16 (d), Reimbursement of Travel Costs, permits application of a nominal handling charge to travel to the extent specified in the contract/order price schedule or payment clause elsewhere in the contract. We find no mention of this handling charge elsewhere in the SIR. Will this contract permit application of a nominal handling charge to travel?"

**A2:** Allowable expenses are identified in FTR at the following website:

[http://www.gsa.gov/gsa/cm\\_attachments/GSA\\_DOCUMENT/fttr\\_040504\\_508\\_R2QA53\\_0Z5RDZ-i34K-pR.pdf](http://www.gsa.gov/gsa/cm_attachments/GSA_DOCUMENT/fttr_040504_508_R2QA53_0Z5RDZ-i34K-pR.pdf)

In accordance with FTR 301-12, handling charges relating to handling Government property carried by traveler and personal baggage handling due to special need requirements will be allowable expenses. Based on this regulation, a nominal handling charge would not apply to all travel situations and the contractor shall obtain approval from the Contracting Officer prior to incurring this expense.

**Q3: SIR, Paragraph H.24 (d)**

"SIR paragraph H.24 (d) states that Key Personnel are the Project Manager and Assistant Project Manager. There is no further reference to the Assistant Project Manager in the SIR or the SOW. The SOW refers to Appendix B for position descriptions, and there is no PD for an Assistant Project Manager: Paragraph 2.1 is the PD for the Project Manager and Paragraph 2.2 is the PD for First Line Supervisors. Sir L.6, italicized note after Factor 2, Sub-factor 2.3 states 'Resumes for the Project Manager and Alternate Project Manager as well as Administrative Personnel ...' and SIR paragraph L.6, italicized note after Factor 3 and Sub-factor 3.2 states 'Resumes for the Corporate personnel, Project Manager and Alternate Project Manager as well as all Key Personnel ...'.

This leads to two questions:

- a. What is the correct title for this position, if it exists: Assistant Project Manager or Alternate Project Manager, and what are the qualification requirements for the position?
- b. Is a dedicated Assistant/Alternate Project Manager position to be included as part of the Contract Management group or is this an additional duty assigned to a First Line Supervisor?"

**A3:** References of Assistant Project Manager in paragraph H.24(d) of the subject solicitation and Alternate Project Manager in paragraph L.6 of the subject solicitation should be deleted, as these two positions are not required.

**Q4: SIR, Paragraphs I.5 and I.7**

"SIR paragraphs I.5, Ordering, and I.7, Indefinite Quantity, discuss ordering and delivery orders. For other than fixed price CLIN (labor hour) orders, will hourly labor rate changes be permitted to reflect the correct contract period rate for orders that begin in one contract period and continue performance into a subsequent contract period? This pertains to other than fixed price CLIN orders that include labor services that are billed on an hourly basis.

**A4:** Yes, in situations where a task order will cross periods of performance, the task order will be written to reflect the hourly labor rate applicable to each period of performance.

**Q5: SIR, Paragraphs I.5 and I.7**

For fixed price CLIN orders, will orders reflect the fixed price applicable to the item for the date performance is to begin, or reflect the fixed price applicable to the item on the date of the order? This pertains to fixed price CLIN items ordered in one contract period for delivery in a subsequent contract period."

**A5:** The task order will be issued based on the price of the class for the contract year that the class begins.

**Q6: SIR, Paragraph L.3 (e)**

"SIR paragraph L.3. (e) specifies the general outline for the Technical Proposal volume. This volume is limited to 20 pages with the notation that 'The 20 page limit does not apply to Title pages, exhibits, resumes or quality plan ...'. Do the Table of Contents, List of Tables and Drawings, Glossary and Cross Reference Matrix count against the 20 page limit?"

**A6:** Table of Contents, List of Tables, Drawings, Glossary and Cross-Reference Matrix does not count against the 20-page limitation identified in L.3 (e).

**Q7: SIR, Paragraph L.3 (e)**

"SIR paragraph L.3 (e) specifies that the Technical Proposal volume is limited to 20 pages, excluding exhibits, and it further states as a CAUTION that 'Evaluators will read only up to the page limit as specified for each volume ...'. If exhibits are be presented 'in-line' within the various sections of the proposal this would create a situation where page numbering would indicate a page count for the volume greater than the maximum of 20 although many of the pages would consist of exhibits and validation of those exhibits. Should exhibits be included in-line with the narrative of the volume with continuous page numbering or included as a separate appendix or appendices?"

**A7:** Exhibits will not be considered as part of the 20-page limitation identified in L.3 (e).

**Q8: SIR, Paragraph L.3 (3)**

"Please clarify whether or not that the statement in SIR paragraph L.3 (3) regarding Appendix IIA-Résumés that states 'Include the respective agreements that identify the intent to accept employment offers if not currently on staff.' means that all current staff are presumed to be committed to continued contract performance and, as such, no letter of commitment is required for those employees."

**A8:** Employment agreements or Letter of Commitments are not required for company's current employees.

**Q9: SIR, Paragraph L.6**

"SIR paragraph L.6, under FACTOR 2 - Project Management, Sub-factor 2.2 - Project Management Authority and Quality Control. Should not the next to last sentence 'Offerors shall submit a draft Quality Control Plan as defined in the SOW, Section 13' refer instead to Section 12 of the SOW?"

**A9:** SIR will be amended to correct reference to be SOW, Section 12.

**Q10: SIR, Attachment #1 / SOW, Section 2**

"For classes that required 'shift' work, will you accept a 'differential' labor rate for that work?"

**A10:** CLINs X003, X007 and X008 will be revised to reflect the addition of a Shift Differential percentage rate for shift work scheduled offerings.

**Q11: SIR, Attachment #1 / SOW, Paragraph 2.4**

"SOW paragraph 2.4, Overtime, indicates that overtime is not anticipated; however, provisions are provided to approve overtime if it becomes necessary. No overtime rate provisions are provided for in SIR Part I-Section B for those CLINs utilizing SCA non-exempt labor categories (Technical Writer III, Computer Operator, etc). If they are required to perform overtime work, then they must be paid at overtime rates. How will the overtime billable rates be negotiated and specified?"

**A11:** SOW paragraph 2.4, Overtime, has been deleted.

**Q12: SIR, Attachment #1 / SOW, Section 8**

"SOW Section 8, Contract Employee Training, allows (and in some case requires) contractor staff to attend FAA provided orientation and other training under certain circumstances. Is attendance at such training considered work hours for invoicing purposes, and if so, under what CLIN?"

**A12:** In accordance with solicitation provision 3.13-10, Contractor Attendance at FAA Sponsored Training (January 2003), if the FAA is providing training in a unique area (such as training for tasks required to be performed at the FAA exclusively to include Course 10520, Basic Instructor Training), support contractor may bill the training hours as direct hours to the contract. It will be a requirement of the support contractor to

obtain approval from the Contracting Officer prior to the training and the support contractor must provide the Contracting Officer's signed authorization to the Course Manager on or before the first day of the class. In order to accommodate these costs, a CLIN will be added to the solicitation for FAA Unique Training.

**Q13: SIR, Attachment #1 / SOW, Paragraph 8.5**

"The SOW requires instructors be certified in CPR and First Aid for certain courses. Will the FAA pay for the certification training?"

**A13:** Separate billing for training that is commercially available is not allowable under this contract. Training such as CPR and First Aid should be included in the overall price submitted by potential contractors.

**Q14: SIR, Attachment #1 / SOW, Appendix C**

"SOW Appendix C, Contract Technical Course Offering Price Document, provides the number of class hours for each course. Are there any other required hours/effort required of the contractor instructor staff when providing these courses (instructor prep, student assistance, student feedback, etc.)?"

**A14:** The purpose for providing the number of class hours for each course in Appendix C is to give potential offerors the length of the specific classes. Potential offerors should not make the assumption that the number of hours listed in Appendix C is the only hours needed to successfully perform this effort. Additional efforts will be required and it is up to each potential offeror as to how to account for this additional effort.

**Q15: SIR, Attachment #1 / SOW, Appendix C**

"Will the Government consider providing an Excel spreadsheet of the required courses instead of the scanned PDF? This would make it more convenient to calculate and submit our pricing."

**A15:** Yes, upon written request to FAA contracting officer, Cyndy Cooper, [Cynthia.cooper@faa.gov](mailto:Cynthia.cooper@faa.gov) an electronic version of Appendix C will be provided.

**Q16: SIR, Attachment #2**

"Department of Labor Wage Determination No. 2005-2431 Revision 3 dated 05/29/2007 is now in effect. Will it replace the wage determination ( 2005-2431 Revision 2 dated 12/01/2006) that was provided with the SIR?"

**A16:** Yes, the solicitation will be amended so that Department of Labor Wage Determination No. 2005-2431 Revision 3 dated 05/29/2007 replaces Wage Determination 2005-2431 Revision 2 dated 12/01/2006.

**Q17:** For transition planning, can we assume that the incumbent might already be started on some Task Orders that are not completed upon contract start because they will start in one Fiscal Quarter, but finish in the next? If so, should we make plans not to

use any of the incumbent staff who may already be teaching a course that started under their contract but won't end until after the new contract begins?

**A17:** The current contract will have some scheduled offerings which began prior to the end of the period of performance of said contract and the incumbent contractor will complete these requirements as ordered. In accordance with paragraph 7.5, Staffing - Allowable Notification of Support Period, Instructional Requirements will be identified six (6) weeks prior to the expiration date of the current contracting period. Requirements identified under the follow-on contract should not have conflicts with ongoing scheduled offerings in which the incumbent contractor is completing and it is unforeseen that the incumbent staff would be conflict with awarded contract requirements.

**Q18: SIR Section L.3 (e)1**

Reference the requirement for resumes in Section L.3 (e) 1. Appendix IIA-Resumes, "...Include the respective agreements that identify the intent to accept employment offers if not currently on staff." Request you consider (1) that letters of intent/commitment only be required for Key Personnel, and (2) that the submission of resumes of instructors be sufficient evidence of ability to staff the contract. We believe the requirement to acquire and submit agreements for individuals' intentions creates a situation that precludes fair competition as the incumbent or whomever the incumbent teams with, would have clear and unbalanced advantage. Additionally, requiring this could also be potentially disruptive to the current contract over the next two weeks as incumbent personnel might be inundated with recruitment efforts.

**A18:** The requirement for an agreement that identifies the intent to accept employment offers for those personnel who are currently not on staff has been removed from Solicitation Provision L.3 (e)1.

**Q19: Schedule B. CLIN 0002 - Project Management and Reports.**

In additional to the monthly reports, will the Contractor be required to submit other backing/substantiation material for the monthly invoice for CLIN 0002? If so, what type of documentation will be required in what format?

**A19:** Reports in accordance with Contract Data Requirements Lists (CDRLs) A001 through A006 are the reports required in conjunction with the monthly invoice for CLIN 0002.

**Q20: Page 11 of SOW, 6.4 Provided Protective Equipment:**

Will contractor be reimbursed for the purchase of the required protective equipment?

**A20:** No, there is not a contract provision that would allow the successful contractor to be separately reimbursed for the purchase of required protective equipment.